



Agenda Date: 12/20/2005
Agenda Placement: 6H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: John Tuteur - Assessor
Assessor
REPORT BY: John Tuteur, Assessor-Recorder-County Clerk, 253-4459
SUBJECT: Approval of Budget Transfer

RECOMMENDATION

Assessor-Recorder-County Clerk requests approval of Budget Transfer No. 33 appropriating \$50,871 in the Assessor, Recorder and Tax Collector Departments with offsetting revenues from the Recorder Vitals Trust Fund, Recorder Modernization Trust Fund, and Assessors Property Tax Administration Trust Funds for customer service enhancements, staff training and needed equipment and supplies. (4/5 vote required)

EXECUTIVE SUMMARY

Assessor-Recorder-County Clerk requests approval of budget transfer from the Assessor Property Tax Administration Trust, Recorder Modernization Trust and Recorder Vitals Trust to increase appropriations in the Assessor, Recorder-Clerk and Treasurer-Tax Collector budgets for customer service enhancements, staff training and needed equipment and supplies.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Assessor Property Tax Administration Trust; Recorder Modernization Trust; Recorder Vitals Trust
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Assessor - Online business property filing will enhance customer service and reduce staff workload by reducing paper handling and key entry time. Ergonomic and digital camera upgrades allow staff to work more productively.

	Tax Collector - microfiche capability enhances customer service. Training improves employee morale and productivity. Recorder-Clerk - Electronic Recording improves customer service and will be mandated in the future. Receipt printers and larger monitor improve staff working environment and reduce time lost by breakdown of worn-out printers. Bank note paper required by state law is only mandatory item.
Is the general fund affected?	No
Future fiscal impact:	Online business property filing will have \$2500 annual maintenance charge beginning July 2006 covered in ITS budget. Electronic recording when implemented should increase staff productivity and reduce staff costs over long term.
Consequences if not approved:	County will fall behind other agencies in providing online capabilities for assessor, tax collector and recorder customers who have to file certain forms and need microfiche capability. Not upgrading cameras or receipt printers will impact customer service and employee morale through continued breakdowns and lost time. Failure to buy banknote paper will cause violation of state law. Lack of training could lead to higher error rate and frustrated employees and customers.
Additional Information:	None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Assessor-Recorder-County Clerk requests approval to transfer \$50,871 from the Assessor Property Tax Administration Trust, Recorder Modernization Trust and Recorder Vitals Trust to increase appropriations in the Assessor, Recorder-Clerk and Treasurer-Tax Collector budgets for customer service enhancements, staff training and needed equipment and supplies.

This request includes \$30,500 transfer from the Assessors Property Tax Administration Trust Fund. The Assessor is implementing on-line business property filing through its software vendor, Megabyte Systems. The one-time cost of the enhancement is \$25,000 with an ongoing annual maintenance of \$2,500 which will be added to the annual maintenance contract commencing July 2006. An additional \$5,500 is being transferred for replacement of digital cameras for field work and to provide workstations for Assessor staff which does not meet current County ergonomic standards.

Second, this request includes a transfer of \$8,500 from the Property Tax Administration Trust Fund to provide the Tax Collector with microfiche capability for prior tax rolls. The cost of this enhancement is \$2,500 payable to our property tax software vendor, Megabyte Systems. An additional \$6,000 is being transferred to provide for Tax Collector staff training.

Third, this request includes a transfer of \$4,050 from the Recorder Vitals Trust Fund to restock bank note paper for tamper-proof, certified copies of birth, death and marriage certificates which is required by state law.

Finally, this request includes a transfer of \$7,821 from the Recorder Modernization Trust Fund. The Recorder Clerk needs to replace receipt printers for two workstations and a larger monitor for one workstation (\$2,700). The transfer also funds the \$5,121 cost of participation with the California Attorney General in creating the regulatory environment for electronic recording.

Funds for these all of these expenditures are from the various Trust Funds and do not impact the General Fund now or in the future.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lynn Perez